



BUILDING PROCEDURES

ERF NUMBER :

BUILDING CONTRACTOR :

OWNER :

CONTRACTOR CONTACT DETAILS:

Mobile _____

Email _____

OWNER CONTACT DETAILS:

Mobile _____

Email _____

BEFORE ANY BUILDING ACTIVITY MAY COMMENCE AND BEFORE ANY MATERIALS MAY BE DELIVERED TO THE SITE, THE FOLLOWING MUST BE COMPLIED WITH:

1. SITE HANDOVER AUTHORISATION (SHA).

Prior to the site being handed over to the Building Contractor the Owner must be in possession of the Site Handover Authorisation (SHA) which will be issued by the HOA on confirmation that the following have been received and or complied with.

- 1.1. The Building Contractors Code of Conduct Agreement must be completed and signed by the owner and building contractor, each page to be initialed, and a digital copy thereof sent to the Estate Manager.
- 1.2. Proof of enrolment with the NHBRC.
- 1.3. The Building Contractor must be in possession of an approved building plan as issued by the Stellenbosch Municipality.
- 1.4. Proof of application for a water meter from the HOA – this should be made well in advance.
- 1.5. Proof of application for an electrical meter directly from Eskom - this should be made well in advance.
- 1.6. Should the Building Contractor wish to make use of the neighbouring erf for storage of building materials etc. they are to present proof of the neighbors consent – refer to standard consent form attached to the Building Contractor's Code of Conduct.
- 1.7. All fees and levies as per the attached Table of Fees & Levies have been received by the HOA.

2. COMMENCEMENT OF BUILDING ACTIVITIES

Prior to the commencement of building activities on the site the following are to be complied with

- 2.1. All site pegs are to be pointed out to the Estate Manager – if necessary, the pegs are to be relocated by a land surveyor at the Owners expense.
- 2.2. A toilet is to be supplied on site.
- 2.3. The standard Builders Board, as supplied by the HOA, is to be erected on site.
- 2.4. Suitable bins for waste, other than builders rubble, must be on site.
- 2.5. Shipping Containers, in good condition, are to be used for the storage of building material.
- 2.6. The Building Contractor must register with security in terms of the Building Contractors Code of Conduct before being permitted on site.

BUILDING FEES AND LEVIES

FEES & LEVIES	AMOUNT*
Once off prior to issuing of SHA	
Water Connection Fee	R 4 500
Water Deposit	R 1 700
Damage Deposit (Refundable)	R25 000
Building Contractors Board	R 1 500
HOA Inspections	R 3 500
First months monthly building levy – thereafter the levy will be included in the Owners monthly levy account for the duration of the building period until such time as the occupation certificate is issued.	R 2 000
Total SHA Invoice	R38 200
Monthly Builders Levy	
Monthly Builders Levy	R 2 000
Total Monthly Builders Levy	R 2 000/month
Other	
Fibre Connection	TBC

***Note all costs are subject to change.**